

**United States District Court - Northern Indiana  
Probation/Pretrial Services**

**Vacancy Announcement**

**Career Opportunity #00/09**

**Opening Date: July 31, 2000**

---

**POSITION:** Personnel and Training Specialist

**STARTING SALARY RANGE:** \$34,930 - \$43,680 annually (CL27/1 - CL27/25)

**SALARY POTENTIAL:** \$44,044 - \$68,084 annually (CL27/26 - CL28/61)

**CLOSING DATE:** August 11, 2000

**LOCATION:** Hammond, Indiana

---

**Salary and Benefits Information:** This position is classified and paid under the Court Personnel System (CPS). Salary is set commensurate with experience. Federal benefits include 13 days paid vacation for first three years of full-time employment and thereafter, 20 to 26 days per years dependent upon length of service; 13 days paid sick leave per year; 10 paid holidays per year; subsidized medical coverage with employee premiums paid from pre-tax salary; flexible benefits program; subsidized life insurance options; participation in Thrift Savings Plan (similar to a 401K plan); eligibility for Long Term Disability Plan group rate and participation in the federal employees Retirement System. Employees of the United States District Court are considered "at will" employees. All federal positions are subject to mandatory electronic funds transfer participation for payment of net pay.

**The District:** The Northern District of Indiana geographically consists of a 32-county area. Divisional offices are maintained in Hammond, South Bend and Fort Wayne. Position #00/09 is a permanent position for service out of the Hammond Division with responsibility for all divisional offices in the district.

**Minimum Qualifications:**

1. Must be a high school graduate with a minimum of three years general experience.
2. Must have a minimum of two years specialized experience in work related to personnel management and administration.
3. Must have a minimum of one year specialized experience in identifying and assessing training needs.
4. Must have current computer proficiency, preferably in WordPerfect.
5. Must be a United States citizen or otherwise eligible to work for the United States.

**Preferences** will be given to applicants who have more than three years specialized experience and a bachelor's degree in a related field.

**The Selection Process:** The best qualified applicants will be invited for a personal interview at their own expense. Top candidates are required to attend one or two interviews conducted by a selection team. Testing may be administered.

**How to apply:** You must submit application form AO78-ND/IN along with a resume to:

Personnel Specialist  
United States District Court  
204 South Main Street, Room 315  
South Bend, IN 46601

The application form and a complete job description are available on our website at [www.innd.uscourts.gov](http://www.innd.uscourts.gov).

*The United States District Court for the Northern District of Indiana is an equal opportunity employer.*

# **PERSONNEL & TRAINING SPECIALIST**

## **CL 27 - 28**

### **Introduction**

This position is located in the Probation Office. As Personnel Specialist, the incumbent provides the full range of human resource management services and advice to the court unit, including planning and developing personnel policies and procedures. As Training Specialist, the incumbent plans, develops and implements a comprehensive training program responsive to the needs of the court unit.

### **Representative Duties**

Reviews, researches, develops, and recommends personnel and training policies, procedures, and strategies for the court unit.

Provides recommendations for alternative organizational structures.

Advises senior managers on personnel and training matters.

Develops and administers procedures for recruitment and selection of applicants for employment. Screens applications and interviews candidates. Refers qualified candidates to court managers or the appointing official for final selection.

Develops and administers performance appraisal system, grievance procedures, and adverse action procedures.

Advises court managers on application of relevant classification standards.

Prepares vacancy and promotion announcements and ensures positions are advertised according to the needs of the unit.

Identifies and assesses court training needs on an ongoing basis, and develops educational goals and objectives for the organization and for individual employees.

Meets with other court agencies' training representatives to identify joint training needs, and develops and coordinates joint training programs.

Administers a benefits program. Provides assistance to employees and managers in federal benefit areas, including health and life insurance, Thrift Savings Plan, and retirement.

Administers EEO programs.

Develops and administers an employee recognition program.

Responsible for processing personnel and payroll actions such as appointments, promotions, separations, terminations, within-level increases.

Maintains personnel records, including payroll records and Personnel Projection System, and training records. Prepares reports on personnel and training activities as required.

Coordinates with the Federal Judicial Center, the Administrative Office, Employee Assistance Program, and outside vendors to determine the educational programs, services and resources that are available and that would best meet local training needs. Advises management regarding such programs.

Identifies, plans, and arranges the logistical support for training, including meeting space, equipment, visual aids, and written materials.

Serves as an instructor, program coordinator, group facilitator, discussion leader, and/or team teacher.

Develops and implements a training information system to ensure timely dissemination of training information.

Tracks employees' due dates for promotions, performance evaluations, and within-level increases, and informs personnel/training specialist and/or supervisors.

**Factor 1, Job Requirements:**

Thorough knowledge of all aspects of human resource management, such as recruitment, retention, and staffing; classification and compensation; benefits; performance management; grievance procedures; equal employment opportunity; and employee development. Good knowledge of court operations and functions. Knowledge of local and national training resources. Good knowledge of Federal Judicial Center policies and procedures for securing trainers and instructional materials. Ability to communicate effectively both orally and in writing with a variety of people. Ability to analyze organizational functions and make recommendations on staffing, organizational structures, staff training and development, and other human resource solutions.

**Factor 2, Scope and Effect of Work:**

The incumbent is responsible for the development of policies and procedures which facilitate the effective management, training, and development of personnel within the court unit. The work impacts the total court unit.

**Factor 3, Complexity:**

Incumbent's work requires analysis of personnel problems and issues in order to recommend solutions. Incumbent must identify training needs, analyze problems, and assess techniques to determine appropriate training strategies that comply with the court's policies and procedures. Work requires attention to detail in areas such as processing personnel and payroll actions, tracking promotions and within-level increase eligibility, and maintaining personnel and training

records. Difficulty is encountered in applying CPS classification standards, recruiting qualified applicants, and developing policies and procedures for administering effective personnel and training programs for the court unit. Position requires originality in developing methods and procedures for accomplishing personnel and training objectives.

**Factor 4, Work Parameters:**

Incumbent receives general guidance concerning overall objectives to be achieved. Written guidelines are available in most areas. Within these parameters, incumbent has latitude to recommend and develop personnel and training policies, procedures, and programs for the court unit. Types of decisions include selecting methods for recruiting, screening, and interviewing prospective applicants; selecting training and development programs appropriate to the needs of the staff of the court unit; and contacting and selecting qualified trainers and/or facilitators. Programs developed are approved by the unit executive prior to implementation.

**Factor 5, Personal Interactions:**

Within the court unit, incumbent has contact with judicial officers and top managers for the purpose of enlisting support for the personnel and training programs and responding to requests for information on personnel matters and staff development. Incumbent also has daily contacts with supervisors, chambers staff, and all levels of employees of the court unit to provide advice and assistance on all ranges of personnel matters. Incumbent may also counsel employees on matters such as grievance procedures, personnel-related performance issues, continuing education, and career or self development.

Outside the court unit, the incumbent provides information to and interviews a variety of individuals seeking employment with the court unit. The incumbent deals with individuals at the Administrative Office, the Federal Judicial Center, other court units and courts, and public and private agencies to obtain advice and assistance, to exchange information, and to coordinate training programs.

**Factor 6, Environmental Demands:**

Incumbent works in an office setting. Occasional travel to divisional offices is required.